



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 11 - 036**

- OPEN TO:** **All Bangladeshi Interested Qualified Candidates**
- POSITION:** **Project Management Specialist (Governance), FSN-11**  
(Salary approx. Tk. 115,635 per month).  
**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade (one  
grade lower than the position grade.)**
- OPENING DATE:** **May 26, 2011**
- CLOSING DATE:** **June 19, 2011**
- WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Specialist (Governance)** in the Democracy and Governance Office (DG).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



## **BASIC FUNCTION:**

The Project Management Specialist (Governance) provides advice and analysis to the Office of Democracy and Governance (DG) on national electoral politics, processes, and institutions including the Parliament of Bangladesh, political parties, the conduct of elections, related initiatives in civil society, citizen awareness and participation, and other related issues. S/he is responsible for managing activities related to political institutions and process strengthening activities of the democracy and governance portfolio under the DG Office and other associated good governance activities as assigned. S/he will act as the Mission's Contracting/Agreement Officer's Technical Representative (C/AOTR) for national political institutions and process strengthening related contracts, cooperative agreements, and grants. The incumbent will be expected to provide leadership and focus for USAID/Bangladesh's programs related to elections, national legislative strengthening, as well as political parties and competition. S/he will be the Mission's primary link with other organizations in Bangladesh focusing on these issues, particularly NGOs, other donors and international agencies, research organizations, and the Government of Bangladesh. S/he may also be tasked to represent the Mission on the Local Consultative Group (LCG) for Subgroup on Political Governance and others as assigned.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

The Project Management Specialist (Governance) works with the DG team and provides technical and analytical input for all aspects of activities related to national politics, processes, and institutions. S/he is involved in a wide range of DG program management activities, including design, implementation and evaluation.

1. **Program Management & Oversight:** The Governance Advisor is responsible for coordinating and monitoring activities necessary to attain specific results under the Good Governance program area and manages all of USAID/Bangladesh's activities on national politics, processes, and institutions. S/he will serve as the Contracting/Agreement Officer's Technical Representative (C/AOTR) for at least one of USAID/Bangladesh's political development programs and may be assigned management responsibilities over other selected Mission-funded democracy and good governance activities. S/he provides advisory inputs and constructive feedback to the grants, cooperative agreements, and contracts s/he manages, exercising specific approval authorities delegated by the Contracting Officer. The incumbent makes regular field monitoring visits and meets with senior management and project officials of partner organizations to assess the progress of program activities towards achieving results. S/he will occasionally be required to make formal presentations



and speak publicly on USAID-supported initiatives. S/he will help manage and may participate in formal program evaluations, sectoral assessments and/or mission-wide portfolio reviews. S/he analyzes program performance data and contributes to periodic reporting documents such as the Annual Report, the annual Operational Plan, Semi-Annual Portfolio Review (SAPR), Congressional Notifications, and Technical Notifications.

2. **Strategic Planning and Program Design:** The Governance Advisor provides direction, judgment, and input relating to program decisions on political process and institution strengthening issues. The Governance Advisor suggests changes to the DG strategy related to these areas when necessary. S/he actively participates in developing/revising the Operational Plan and performance monitoring plan. The Advisor participates in major programmatic decisions and helps define general program direction and priorities in parliamentary strengthening, political party development and citizen political participation.
3. **Networking and Coordination:** The Governance Advisor ensures that USAID's national politics, processes, and institution strengthening activities are coordinated as appropriate with other USAID activities, as well as with those of the Government of Bangladesh and other development partners. S/he establishes and maintains excellent working relationships with senior officials and representatives of the Government of Bangladesh, the donor community, and NGOs to enhance collaborative efforts to achieve mutual goals and objectives including close collaboration with the Parliament Secretariat and other GOB institutions as deemed appropriate. S/he keeps partners informed of USAID trends and priorities. S/he may represent USAID on the Local Consultative Group (LCG) Subgroup on Political Governance and others as assigned.
4. **Gender:** Provides necessary inputs and suggestions for integrating gender issues into all activities s/he is tasked with, including for relevant Mission Activity Designs and Activity Approval Documents as well as in the preparation of Statements of Work (SOW) to procure technical assistance, training or other technical support from qualified implementers. As C/AOTR ensures that gender issues are properly addressed during project implementation and within the individual workplans of each implementing partner under his/her supervision. S/he provides support to the Mission Gender Advisor in developing tools for implementing the Mission gender policy and ensuring that the DG team follows all mandatory gender requirements as outlined in the ADS as applicable..

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual



Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

- 1. Education:** The Project Management Specialist (Governance) must have a Master's degree in a social science, public administration, international relations or other related discipline. In absence of a master's degree, a Bachelor's degree and five years of progressively responsible, job-related, development experience may be substituted. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** The Project Management Specialist (Governance) must have a minimum of five to seven years work experience in an NGO, Government, other donor agencies or other private sector organization relating to democratic processes, political party development, capacity building, civil society, human rights, economic development or some other related development topic. At least two to three years of related project management experience is preferred. Considerable weight will be given to work experience involving program design, management, and evaluation. **35 points**
- 3. Knowledge:** Knowledge of democratic institutions and processes in Bangladesh, such as elections, Parliament, decentralization, civil society development, human rights, and corruption-related issues and problems



is required. Familiarity with how development programs are implemented through field activities and with advocacy and consensus building activities of civil society and local government organizations is essential. In-depth understanding of Parliamentary processes is also required. Knowledge of issues related to capacity development, program development, and organizational management is required. Knowledge of gender and development principles and experience in their application preferred. **25 points**

#### **5. Skills and Abilities:**

- Ability to develop and maintain an extensive range of contacts in Government, donor agency and NGO sector circles.
- Good interpersonal relationship skills.
- Ability to network with a variety of different organizations that often possess differing views on the subjects of politics, governance, and citizen participation.
- Ability to interact with the national government authorities, staff, political personalities, and citizen groups.
- Ability to work well and take initiative with minimal supervision.
- Ability to articulate programs and represent USAID policy positions at senior levels with the Government of Bangladesh, NGOs, and other donors.
- Outstanding writing skills.
- Excellent word processing, spreadsheet, and Internet skills.

**25 points**

#### **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** Level IV. At this level an employee is required to possess a high degree of proficiency in both written and spoken English,

Current employees serving a probationary period are not eligible to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.



## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

## **TO APPLY:**

**Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.**

[Application Form OF-612](#)

**All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.**

- I) A passport size photograph (taken within six months),**
- II) A copy of educational or trade school certificate.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

## **SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

## **DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.



**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***